

Name: _____

Business Ethics
Pre-Assessment Activity

Read each of the following statements carefully. Circle T if the statement is true and F if the statement is false.

1. T F Unethical decisions can be costly to a business.
2. T F Making an ethical decision should be a quick process if you are an ethical person.
3. T F Taking home office supplies is unethical.
4. T F Establishing clear communication helps prevent unethical decisions.
5. T F Companies often write their own ethical guidelines for employees.
6. T F Personal values may conflict with company values.
7. T F Your decision making is not affected by your chief executive officer.
8. T F All employees are required to follow environmental laws.
9. T F Falsifying resumes is not a common practice in the United States.
10. T F Most employers welcome children in the office environment as a means of saving employees the cost of child care.
11. T F Taking on a second job would not be considered a conflict of interest.
12. T F Accepting any gift from a client would be considered unethical.
13. T F Staying after hours to work on a personal project using your company computer is considered an ethical decision since you are not "on the clock."
14. T F Playing computer games is relaxing; it is acceptable to play them at work as a way to relieve stress.
15. T F Listening to gossip encourages more gossip.
16. T F Sharing gossip with your supervisor is not appropriate.
17. T F Any behavior that seems strange should be documented.
18. T F Copying a coworkers work without permission is plagiarism.
19. T F The office environment is an excellent place for single people to find romance.
20. T F A good way to maintain a professional image at an office party is to leave early.